



**United States Department of Agriculture
Office of the Chief Financial Officer
National Finance Center
Government Employees Services Division
Functional Requirements Document (FRD) Process**

- GESD Systems Requirements Branch (SRB) staff prepares FRD (in non-technical language), and notifies the Client Management Branch (CMB) when FRD is complete (EmpowHR FRDs are produced by the Human Resources Applications Systems Branch (HRAS)).
- CMB Customer Service Representative (CSR) forwards FRD to client for signature
- Project is discussed at NFC internal Payroll Personnel System (PPS) Configuration Control Board (CCB) to determine Scheduled Release Date
- Agency questions, issues or problems with the FRD should be provided to the appropriate CMB CSR
 - CSR contacts the appropriate SRB staff with agency's concern(s)
 - if needed, SRB Project Owner will issue a revised FRD
- If FRD is not signed and returned within 2 weeks of date provided, CMB contacts the "Requesting Official/Contact Person" to confirm receipt of the FRD, and determine if the FRD meets with the agency's intent
- Agency accepts and returns the signed FRD to CSR
- CMB forwards signed FRD to FRD mailbox
- Upon receipt of the signed FRD and IA, GESD staff will:
 - create the NFC-1133 (Production Software Change Request)
 - make software modifications
 - complete unit testing
- Information Systems Quality Assurance Office (ISQAO) will coordinate User Acceptance Testing (UAT)
 - determine UAT date(s)
 - contacts CMB to coordinate UAT with agency
 - Client Management contacts agency to discuss UAT
- Software changes are moved to production

FRDs are required on all agency request(s), community-wide modifications, and internal projects.

FRDs for community-wide modifications will be held until the development areas have reviewed and determined a tentative implementation date. The tentative date will be included in the assumptions and forward to CMB for distribution.

FRD Exceptions

- Exceptions to the FRD process are:
 - New Department / Agency implementations
 - COTS software modifications (i.e. Finalist, etc.)
 - Non-software modifications (i.e. TMGT data updates, MASC table updates, etc.)